

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 June 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 19 - 26 June 1956

25X1 1. Since Mr. [ ] is going on Military Leave 9 July, arrangements are being made to have the staff cover the tradecraft phase of Administrative Procedures.

2. It is presented for consideration that the Operations Support Course, scheduled to start 23 July and running until 24 August, be cancelled if the enrollment is not at least twenty students for the entire five-week period. There has been a continuous presentation of courses by this staff, and a break at this time could be used to complete a second phase of the case study for use in Operations Support and a reorganization of other materials. The current registration for that course is eleven five-week students.

3. An eighteen-month statistical report, including numbers, grades and designations of students attending both Operations Support and Administrative Procedures, was forwarded to Mr. [ ] and the three staff training officers. This was sent as a result of conversations held with these individuals regarding administrative type training needed by all personnel destined for overseas stations. 25X1

25X1 4. Mr. [ ] has been working on an information pamphlet of interest to Agency personnel covering Overseas Allowances and Differentials. 25X1 This is written question and answer style and presented on the basis of material gleaned from Agency, State, and general Government regulations in these fields. The possibility of making this available to field personnel without the delays that are currently being experienced in the Finance Handbook is being explored.

25X1 5. Due to other processing, [ ] arrived at 1300 today to complete administrative training that was started in Administrative Procedures No. 66. He was withdrawn from the Procedures Course before the second week was completed, but had worked the [ ] Travel and Cable tests, receiving 25X1 satisfactory grades in each. The informal memorandum received from Mr. [ ] 25X1 indicates that [ ] will have a variety of administrative duties at a small base outside of [ ]. In the remaining three and a half days, we will endeavor to give Sgt. [ ] tutorial training in the writing of dispatches, computation of foreign currencies, field uniform records procedures, and leave. 25X1 These selections are based on [ ] projected duties as set forth in the memorandum.

25 YEAR RE-REVIEW

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6. Miss [ ] presented a lecture in Operations Familiarization on  
21 June 1956.

[ ]  
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cc: [ ]

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